

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 12, 2024

A properly advertised Washington Parish Communications District Board meeting was held on November 12, 2024 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Danny Harris	Treasurer
	Mr. Olander Smith	
	Ms. Sarah Burris	
	Mr. Brent Jones	

Members absent were:	Mrs. Cynthia August	Secretary
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Others present were:	Joanna Thomas	Director
	Chase Anderson	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:00 PM.

ROLL CALL OF BOARD MEMBERS

Mrs. Thomas called the roll. The results of that roll call are recorded above.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the October, 2024, meeting. The minutes were emailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the October, 2024, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2024, meeting minutes. Mrs. Burris made the motion to approve the October, 2024, meeting minutes. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of October with both the normal daily operational issues of the office plus supporting our special projects

Daily Operational Issues

All dispatch positions are up and running with no current issues to report.

For the month of October we issued 24 new addresses they were:

Franklinton	07
Pine	10
Bogalusa	02
Angie	02
Mt. Hermon	03
Total	24

The accounting system is working well. Jim and I continue to input the monthly financial data.

Mrs. Moore and Ms. Jones continue to work on the mapping.

Mrs. Moore continues to do the addressing and both Mrs. Moore and Ms. Jones continuing to work on map updates on a daily basis.

Special Projects

Ms. Jones continues to updated our map showing the Mississippi border. Changes to the Walthall County border have been submitted to GeoComm. St Tammany is now the only remaining border to be updated.

The project with Ron Bloom on cell towers and cell phone calls accuracy improvements is ongoing. Mr. Bloom will present project updates to the board at an upcoming meeting in 2025.

These have been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Mr. Coleman called for any questions concerning the Director's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Director's report. Mr. Harris made the motion to accept and approve the Director's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 602 new users with 720 page hits in October. Foreign users were from Sweden, Angola, Portugal, Ukraine, England, Ireland, France, Canada, and China.

Special Projects

- **Requires coordination with Gage Telephone**
 - Weekly review of ongoing technical issues continue.

- The environmental report for the tower replacement project by Professional Engineering Consultants in Baton Rouge is waiting on comments from the Corps of Engineers and the Tribal Nations.
- Work involving our current dispatch furniture and monitors is on hold awaiting input from WPSO. A quote of approximately \$360,000 for Motorola radio equipment quote has been received by WPSO.

The District's projected related budget (capital and non-capital) is shown below:

Capital 2024

Replace EOC Tower Lighting System		\$ 35,000 (Completed)
Replace Tower Mounted TV Camera		\$ 10,000 (Completed)
Replace Damaged Antenna On Tower		\$ 10,000 (Completed)
Replace 8 year old Audio Visual System		\$ 25,000 (Partial Completed)
Radio Antenna Combiner		\$ 20,000 (Completed)
Upgrade Computers		\$ 15,000 (Completed)
Upgrade Monitors		\$ 6,000 (Units on Site)
Replace TVs		Completed

Non Capital 2024

Remove Microwave Dishes From Tower		\$ 5,000
Wireless Location Improvement Project		\$ 15,000 (In Progress)
Replace Fans and Capacitors in Main Building UPS		\$ 10,000 (Completed)
Replace Fans and Capacitors in Tower Building UPS		\$ 10,000 (Completed)
Environmental Report Preparation		\$ 5,000 (In Progress)

Future Capital Projects

Replace 9-1-1 Call Recorder		\$ 20,000 (Will be needed in 2025)
Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Tower and Bunker		\$ 1,239,000 (Grant)
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 35,000 (Will be needed in 2025)
Replace 8 year old Audio Visual System		\$ 130,000 (Partial in 2025)
Replace 9-1-1 Call Recorder		\$ 20,000
Replace Law Enforcement LWIN Radios		\$ 40,000 (Completed)
Add Additional Dispatch Position		\$ 50,000
Replacement Radio Dispatch System		\$ 300,000 (Grant)
Install Updated Text to 911 Equipment		\$ 24,000 (Will be needed in 2025)

The District’s forward looking financial statement shown below is based on past audited financial statements combined with certain inflation factors contained within the “Overview of Financial Projection for Washington Parish Communications District” prepared by Minda B. Raybourne:

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Estimate	Estimate
INCOME										
Wireline Income	\$ 244,000	\$ 232,000	\$ 207,000	\$ 210,000	\$ 227,800	\$ 196,800	\$ 231,000	\$ 221,760	\$ 212,890	\$ 204,374
Wireless Income	\$ 497,000	\$ 513,000	\$ 510,000	\$ 516,000	\$ 527,500	\$ 518,800	\$ 527,000	\$ 527,000	\$ 527,000	\$ 527,000
Other Income	\$ 18,000				\$ 1,000	\$ 500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Income	\$ 759,000	\$ 745,000	\$ 717,000	\$ 726,000	\$ 756,300	\$ 716,100	\$ 763,000	\$ 748,760	\$ 739,890	\$ 731,374
EXPENSE										
ATT Legacy 911 Call Routing	\$ 23,118	\$ 22,000	\$ 21,000	\$ 19,000	\$ 16,100	\$ 16,300	\$ 14,000	\$ 14,000	\$ 14,000	\$ 36,000
ATT Next Generation Call Routing										
Payroll	\$ 97,411	\$ 99,787	\$ 103,145	\$ 103,279	\$ 107,300	\$ 113,700	\$ 120,000	\$ 124,800	\$ 129,792	\$ 134,984
Insurance	\$ 33,719	\$ 41,260	\$ 47,082	\$ 50,100	\$ 50,100	\$ 63,500	\$ 67,000	\$ 69,010	\$ 71,080	\$ 73,213
Electricity	\$ 37,077	\$ 31,425	\$ 33,763	\$ 32,378	\$ 37,500	\$ 47,000	\$ 43,000	\$ 44,290	\$ 45,619	\$ 46,987
Solacom Managed Services/Maintenance								\$ 20,000	\$ 24,000	\$ 24,000
Depreciation	\$ 146,829	\$ 152,583	\$ 153,154	\$ 182,537	\$ 180,100	\$ 168,700	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
Other	\$ 254,496	\$ 286,243	\$ 286,592	\$ 343,828	\$ 344,900	\$ 310,127	\$ 374,000	\$ 374,000	\$ 374,000	\$ 374,000
Total Operating Expense	\$ 592,650	\$ 633,298	\$ 644,736	\$ 731,122	\$ 736,000	\$ 719,327	\$ 780,000	\$ 808,100	\$ 820,491	\$ 851,184
Operating Income	\$ 166,350	\$ 111,702	\$ 72,264	\$ (5,122)	\$ 20,300	\$ (3,227)	\$ (17,000)	\$ (59,340)	\$ (80,601)	\$ (119,810)
Non Operating Revenue/ (Expense)	\$ (9,000)	\$ (6,000)	\$ (1,000)	\$ (9,000)	\$ (8,644)	\$ (2,836)	\$ 22,000	\$ 22,000	\$ 11,000	\$ 11,000
Change in Net Position Before Capital	\$ 157,350	\$ 105,702	\$ 71,264	\$ (14,122)	\$ 11,656	\$ (6,063)	\$ 5,000	\$ (37,340)	\$ (69,601)	\$ (108,810)
Yearly Funds Available For Use	\$ 304,179	\$ 258,285	\$ 224,418	\$ 168,415	\$ 191,756	\$ 162,637	\$ 167,000	\$ 124,660	\$ 92,399	\$ 53,190
Less, Principal paid on debt	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000
Net Funds Available For Use	\$ 279,179	\$ 233,285	\$ 199,418	\$ 138,415	\$ 161,756	\$ 132,637	\$ 137,000	\$ 94,660	\$ 57,399	\$ 18,190
Restricted Capital Funds Balance					\$ 200,000	\$ 332,637	\$ 443,000			

The 2024 LAMP balance is currently \$ 422,000 and no additional deposits are expected this year. Based on the expected revenues for 2025 and the expected 2025 capital budget, no deposits into LAMP during next year are expected. In addition, the 25% matching funds (\$250,000) for the Communications Tower Improvements will likely be paid in 2025, thereby reducing the LAMP balance to \$ 172,000. This balance is insufficient to respond to unplanned equipment replacements and future revenues will be insufficient to add to that balance.

In addition, the District does not have the ability to fund expected operating costs beyond 2026 at the expected revenue levels.

AT&T increased their basic phone line cost on February 1, 2022 and then again on August 4, 2024. Their current cost is \$ 47.00 per month for residential users and \$ 1,530 per month for business users.

It is suggested that the District raise its 9-1-1 surcharge effective January 1, 2025 as follows to allow the District to meet its future operational and capital replacement needs:

Current Revenues

Residential	2,633	\$1.06	\$2,790.98	12	\$ 33,492
Business	2,743	\$6.00	\$16,458.00	12	\$ 197,496
Total	5,376				\$ 230,988

Future Revenues

Residential	2,633	\$2.35	\$6,187.55	12	\$ 74,251
Business	2,743	\$8.00	\$21,944.00	12	\$ 263,328
Total	5,376				\$ 337,579

Mr. Coleman called for any questions concerning the Chairman's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Chairman's Report. Mr. Stogner made the motion to accept and approve the Chairman's Report. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Harris reviewed the October, 2024, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2024 budget, the 911 funds statement and recommended revisions to the 2024 budget as follows:

Prepaid Wireless

Now

Budget 22,500/qtr, 90,000/yr

Revised

Budget 17750/qtr, 71,000/yr

Professional Fees

Now

Budget 792/mo, 9,504/yr

Revised

Budget 1,833/mo, 22,000/yr

Telephone/Beeper

Now

Budget 572/mo, 6,864/yr

Revised

Budget 1,440/mo, 17,280/yr

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, 2024, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2024 budget, the 911 funds statement, and the recommended revisions to the 2024 budget.

Mr. Harris made the motion to accept and approve the Treasurer's report, the October, 2024, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2024

budget, the 911 funds statement and the recommended revisions to the 2024 budget. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to establish and approve the ending 2024 budget as the beginning 2025 budget. Mr. Stogner made the motion establish and approve the ending 2024 budget as the beginning 2025 budget. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD/NEW BUSINESS

Mr. Coleman called for a motion to approve the (attached) Resolution entitled, “A Resolution By The Washington Parish Communications District Establishing Certain Emergency Telephone Service Charges In Accordance With Acts 1988, No. 123, §1; Acts 1988, No. 153, §1; Acts 1991, No. 358, §1; Acts 1999, No. 1029, §1, Eff. July 9, 1999; Acts 2016, No. 665, Eff. August 1, 2016”. Mrs. Burris made the motion to accept and approve the Chairman’s Report. Mr. Stogner seconded the motion. Motion passed by the following vote:

YEAS: Coleman, Harris, Burris, Stogner, Smith

NEYS: Jones

ABSENT: August

Mr. Coleman called for a motion to approve the revisions to (the attached) Policy 6.1, “Debt Service”, as shown on pages 2, 3, and 4. This additional language is required to comply with the 2023 audit by Minda Raybourn CPA. Mrs. Burris made the motion to approve the recommended changes to Policy 6.1, “Debt Service”. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no public participation.

Mr. Harris made the motion to adjourn. Mr. Stogner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 6:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____ Mrs. Cynthia October, Secretary

A RESOLUTION BY THE WASHINGTON PARISH COMMUNICATIONS DISTRICT
ESTABLISHING CERTAIN EMERGENCY TELEPHONE SERVICE CHARGES IN
ACCORDANCE WITH ACTS

1988, NO. 123, §1; ACTS 1988, NO. 153, §1; ACTS 1991, NO. 358, §1; ACTS 1999,
NO. 1029, §1, EFF. JULY 9, 1999; ACTS 2016, NO. 665, EFF. AUGUST 1, 2016

WHEREAS, the Louisiana Legislature has enacted Acts 1983, No. 550, §1. Amended by Acts 1988, No. 123, §1; Acts 1988, No. 153, §1; Acts 1991, No. 358, §1; Acts 1999, No. 1029, §1, eff. July 9, 1999; Acts 2016, No. 665, §1, eff. August 1, 2016. As stated in Revised Statute 33:9106 Paragraph B.(1)(a) The governing authority of the district may, when so authorized by a vote of a majority of the persons voting within the district in accordance with law, levy an emergency telephone service charge in an amount not to exceed five percent of the tariff rate; however, if a district is served by more than one service supplier, then the emergency telephone service charge shall not exceed five percent of the highest tariff rate; and

WHEREAS, Revised Statute 33:9106, Paragraph A (3) "Exchange access facilities" means all lines, provided by the service supplier for the provision of local exchange service, as defined in existing general subscriber services tariffs, or interconnected Voice over Internet Protocol (VoIP) service as defined in 47 CFR 9.3. For a Primary Rate Interface (PRI) circuit or other multiline service, the number of exchange access facilities is equal to the capacity as activated by the service supplier for simultaneous outward voice calls to the public switched telephone network; and

WHEREAS, Revised Statute 33:9106, Paragraph A (6) "Tariff rate" means the rate or rates as stated in the service supplier's tariffs and approved by the Public Service Commission, that represent the service supplier's recurring charges for exchange access facilities, exclusive of all taxes, fees, licenses, or similar charges whatsoever. If exchange access facilities are provided by the service supplier under both flat and usage-sensitive rate schedules, the flat rates shall be considered the "tariff rate"; and

WHEREAS, Based on the Special Election held on Tuesday, November 8, 1988, and the Process Verbal of December 13, 1988, of the Washington Parish Police Jury, the Washington Parish Communications District may levy an emergency telephone service charge in an amount not to exceed five percent of the tariff rate; and

WHEREAS, one of the purposes of the Acts is to provide funds to pay the expenses necessary to carry out all purposes of the district, pursuant to R.S. 33:9102 and R.S. 33:9106(D); and

WHEREAS, the expenses necessary to carry out all purposes of the district, pursuant to R.S. 33:9102 and R.S. 33:9106(D) have increased due to the addition of equipment and facilities; and

WHEREAS, The Washington Parish Communications District may from time to time recalculate the emergency telephone service charge based on existing tariffs in force at that time; and

WHEREAS, the Washington Parish Communications District has not recalculated the emergency telephone service charge based on existing tariffs in force at that time since 2016; and

WHEREAS, Based on tariffs effective on August 4, 2024, LA-24-0025, the following Flat Rate Schedules currently apply in Louisiana; and

Residence Service Per Line, UNE Zones 2 and 3	\$ 47.00 Per Month
Business Single Line Service, UNE Zones 1-3	\$1,530.00 Per Month

WHEREAS, the Washington Parish Communications District is committed to providing the citizens of this Parish with the most technologically advanced features for their 9-1-1 System that can increase effectiveness and thereby save lives and property; and

NOW THEREFORE, a Motion was duly made to the Commissioners, to wit:

BE IT RESOLVED, that in accordance with Acts 1983, No. 550, §1. Amended by Acts 1988, No. 123, §1; Acts 1988, No. 153, §1; Acts 1991, No. 358, §1; Acts 1999, No. 1029, §1, eff. July 9, 1999, Acts 2016, No. 665, §1, eff. August 1, 2016, the emergency telephone service charge levied shall be revised to reflect tariffs effective on August 4, 2024, LA-24-0025. This emergency telephone service charge applies to all lines, provided by the service supplier for the provision of local exchange service, as defined in existing general subscriber services tariffs, or interconnected Voice over Internet Protocol (VoIP) service as defined in 47 CFR 9.3. For a Primary Rate Interface (PRI) circuit or other multiline service, the number of exchange access facilities is equal to the capacity as activated by the service supplier for simultaneous outward voice calls to the public switched telephone network;

These recalculated emergency telephone service charges shall be as follows, effective January 1, 2025:

Residence Service Per Line, Washington Parish	\$ 2.35 Per Month
Business Single Line Service, Washington Parish	\$ 8.00 Per Month

WHEREUPON, the motion was seconded, and submitted to the official vote of the Washington Parish Communications District, which vote was as follows:

YEAS:

NEYS:

ABSENT:

WHEREUPON, the above and foregoing resolution was declared duly adopted this ___th day of November, 2024, by the Washington Parish Communications District.

James M. Coleman, Chairman

Cynthia August, Secretary

Debt Service

Effective: 12/01/18

Revised: 11/12/24

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Policy Number : 6.1

Policy

The Louisiana Constitution of 1974, Article VII, Section 8, shall be adhered to by employees and board members of the Washington Parish Communications District

Guidelines

The Louisiana Constitution of 1974, Article VII, Section 8, granted constitutional status to the State Bond Commission and provides that “No bonds or other obligations shall be issued or sold by the State directly or through any State board, agency or commission, or by any political subdivision of the State, unless prior written approval of the Commission is obtained.”

The State Bond Commission receives applications from parishes, municipalities, special taxing districts, and other political subdivisions of the State, requesting authority to incur debt or levy taxes. These applications are reviewed for compliance with Constitutional and statutory requirements and feasibility, including the ability to repay any indebtedness incurred.

- The Director of the Washington Parish Communications District or other approved designee with board approval is the only person who can obligate the District for debt, both short and long term.
- Any debt for which the repayment of extends beyond one year must be reviewed by the Bond Commission of the State of Louisiana.
- All provisions of bond indentures or debt agreements must be complied with.
- All payments of principal and interest must be made on a timely basis.

It is the responsibility of the Director to comply with the debt covenants and to ensure that principal and interest payments are made on a timely basis.

Debt Service

Effective: 12/01/18

Revised: 11/12/24

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Policy Number : 6.1

Debt Issuance Approval:

- 1. The entity must receive State Bond Commission (SBC) approval when seeking to issue debt. The entity submits an application to the SBC requesting the authority to incur debt or levy related taxes. SBC staff review the application for compliance with applicable laws and feasibility, including the ability to repay the debt. If the application is in order, SBC staff place the entity's application on the agenda for consideration by the SBC at a regular or special meeting, at which the SBC can approve, reject, or defer action on the application.**
- 2. If approved by the SBC, the entity's governing body should formally approve any external financings (e.g., bonds, notes, leases) or refinancing arrangements, including the selection and use of legal, accounting, and any other professional service providers that are needed.**

Debt Reserve Requirements:

- 1. The entity must meet all debt reserve requirements, including establishing sinking fund accounts, reserve accounts, and/or contingency accounts, if required by the debt instrument. If the entity does not meet its debt reserve requirements, the chief executive must notify the SBC, in writing. A failure to meet debt reserve requirements would likely require a disclosure under *Continuing Disclosure Requirements* below, based on the terms of the debt instrument.**

Debt Service Requirements:

- 1. The entity must meet all debt service requirements, including principal, interest, premiums, or other payments. If the entity does not meet its debt service requirements, the chief executive must notify the SBC, in writing. The chief executive must also notify the Legislative Auditor, in writing, either on or before 120 days before the due date of such payment, or as soon as the officers of the governing authority know, or have good reason to know, that such failure is reasonably likely to occur, whichever occurs last. A failure to meet debt service requirements would likely require a disclosure under *Continuing Disclosure Requirements* below, based on the terms of the debt instrument.**

Debt Service

Effective: 12/01/18

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Policy Number : 6.1

2. If debt service is funded by a tax millage, the entity should not collect more in taxes than is reasonable for debt service. As a best practice, the LLA suggests no more than one year of excess collections before the entity should reduce its millage to a more reasonable level. If the related debt has been paid off, the entity must stop collecting the millage and the over-collected amount may need to be refunded to taxpayers.

Continuing Disclosure Requirements:

1. For non-municipal securities, such as private placement bond issues (i.e., those sold in a private sale to one or a few investors, such as a bank) and other types of debt instruments, the entity must comply with all continuing disclosure requirements included in the specific debt instrument (e.g., requirement for annual audit report to be submitted to the bank).

1. For municipal securities, defined as any securities issued by a public entity that are subject to continuing disclosure requirements under the Securities and Exchange Commission (SEC) Rule 15c2-12 (together with all corresponding rules, updates, notices, and interpretations of the SEC and the Municipal Securities Rulemaking Board, or MSRB), the entity must comply with both federal and state law. The requirements of the SEC Rule generally apply to all publicly offered bond issues (i.e. those sold to the public via an underwriter using an official statement), generally excluding issuers who offer municipal securities with an aggregate principal amount of \$1 million or less.

The continuing disclosure requirements apply to “obligated persons” as defined in the SEC Rule. An obligated person is generally an entity which is responsible for the repayment of the bonds or has pledged its own revenues or assets to the repayment of the bonds. The obligated person may or may not be the issuer of the bonds (e.g. a conduit issuer which issues bonds on behalf of another entity). Therefore, entities other than the bond issuer may be an obligated person subject to continuing disclosure requirements.

Debt Service

Effective: 12/01/18

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The MSRB's Electronic Municipal Market Access (EMMA) website publicly displays continuing disclosures that are provided by municipal issuers, obligated persons, and other parties. The official statement for a bond issue usually includes an appendix ("Form of Continuing Disclosure Agreement") which sets forth the specific continuing disclosure reporting obligations for the particular bond issue. The official statement for a bond issue may be obtained either through EMMA or the bond issue transcript on file with the public entity. An executed copy of the continuing disclosure agreement may also be found in the bond issue transcript.

R.S. 39:1438(C) requires that public entities continuously maintain (1) a list of all Louisiana municipal securities for which the public entity is the issuer or an obligated person; (2) a copy of all continuing disclosure agreements to which the public entity is a party; and (3) if pursuant to a continuing disclosure agreement to which the public entity is a party, the public entity is responsible for filing notices of changes in bond ratings and a list of current ratings for such securities, if any.

All records required by R.S. 39:1438(C) are subject to inspection by the public entity's auditor, whether the Legislative Auditor or CPA.

